

ATTACHMENT 7

**REGIONAL OVERSIGHT CONTRACT (ROC)
FOR
ZONE 5 (REGION IX)**

REPORTS OF WORK

PR-HQ-97-11697

REPORTS OF WORK

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LIST OF ACRONYMS

CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CO	Contracting Officer
CLP	Contract Lab Program
CPAF	Cost-Plus-Award-Fee Contract
CPFF	Cost-Plus-Fixed-Fee Contract
DED	Data Element Dictionary
DOJ	Department of Justice
EPA	Environmental Protection Agency
EPAAR	EPA Acquisition Regulations
FAR	Federal Acquisition Regulations
FDO	Fee Determination Official
FMD	Financial Management Division, EPA
G&A	General & Administrative Costs
HQ	Headquarters, EPA
LOE	Level-of-Effort
NCP	National Contingency Plan
OAM	Office of Acquisition Management
ODC	Other Direct Costs
OIG	Office of Inspector General, EPA
OERR	Office of Emergency and Remedial Response, OSWER, EPA
OFFE	Office of Federal Facilities Enforcement
OSC	On-Scene Coordinator
OSWER	Office of Solid Waste and Emergency Response
PEB	Performance Evaluation Board
PO	Project Officer
PRP	Potentially Responsible Party

RA	Remedial Action
RD	Remedial Design
RI/FS	Remedial Investigation/Feasibility Study
ROC	Regional Oversight Contract
ROD	Record of Decision
RPM	Remedial Project Manager
SARA	Superfund Amendments and Authorization Act
SOW	Statement of Work
USACE	U.S. Army Corps of Engineers
WA	Work Assignment
WAM	Work Assignment Manager

TABLE 1

NUMBER	REPORT TITLE	FREQUENCY	# OF COPIES	RECIPIENTS
1	Progress Reports <ul style="list-style-type: none"> • Summary (narrative) • Contract Management Indicator Report • WA Reports • Contract Financial Status Reports • Contract Invoice Backup Reports • Electronic Report 	Monthly	6	RPO(2), CO, NC-HQ FMD(2)
2	National Reports <ul style="list-style-type: none"> • Program Support Summary • Work Area Costs Report • Capacity Report 	Quarterly	3	PO, CO, NC-HQ
3	Work Plans	As reqd. by WA	As reqd. by WA	RPO, CO, WAM
4	Project Reports	As reqd. by WA	As reqd. by WA	As required by WA
5	Cost Recovery Documentation	As required	As required	As required
6	Non-CLP Tracking	Monthly	2	PO

LEGEND:

National Coordinator-Headquarters (NC-HQ)
 Regional Project Officer (RPO)
 Contracting Officer (CO)
 Financial Management Division (FMD)
 Quality Assurance Officer (QAO)

REPORTS OF WORK

1.0 INTRODUCTION TO ROC REPORTS

1.1 Overview

EPA requires Regional Oversight Contractors to submit various types of information on their work, ranging from Work Assignment Work Plans to project deliverables. The purpose of this Attachment is to describe the six categories of reports of work Contractors will be required to provide routinely to EPA under a Regional Oversight Contract (ROC). Required report format, content, and submission instructions are also presented here.

Section I of this Attachment contains summary level descriptions of each report category along with general reporting instructions for ROC contractors. Instructions for billing report preparation costs are also found in this section. Detailed information and guidance for completing the individual reports that fall within the six ROC reports of work categories are presented in Sections 2 through 7.

1.2 Report Categories

The six categories of ROC reports are: (1) Progress Reports for Monitoring Costs and Progress of Work; (2) National Reports for Updating EPA Headquarters Regarding the Contract Status; (3) Work Assignment Work Plans; (4) Project Reports; (5) Cost Recovery Documentation; and (6) Non-CLP Analytical Services Tracking. Summary-level information about these reports is presented in Table 1.

1.3 General Reporting Instructions

Narrative descriptions and specific instructions for completion and submission of each report are found in sections 2.0 through 7.0 of this Attachment. While the report descriptions serve as a baseline for the required reports, additional reporting requirements may be imposed to meet EPA's contractual or programmatic information needs, such as for cost recovery documentation purposes. The EPA Project Officer may specify changes in the content and/or format of specific reports. Any Contractor-initiated changes to these reports shall be approved in advance by the PO.

TECHNICAL REPORT ABSTRACT

The Contractor shall deliver the following data on each initial draft and final technical report delivered under this contract:

REPORT TITLE _____

REPORT DATE _____

CONTRACT NUMBER _____

PRIME CONTRACTOR _____

WORK ASSIGNMENT NO. DELIVERY ORDER NO. (if applicable)

PROJECT OFFICER _____

PROJECT OFFICER ADDRESS _____ TEL _____

PROGRAM OFFICE _____

NO. OF PAGES IN REPORT _____

DOES THIS REPORT CONTAIN CONFIDENTIAL BUSINESS INFORMATION

YES _____ NO _____

REPORT ABSTRACT - Include a brief (200 words or less) factual summary of the scope and nature of the work performed and referenced in the report.

KEY WORDS/DESCRIPTIONS - Select the scientific or engineering terms that identify the major concept of the research and are sufficiently specific and precise to be used as index entries for cataloging.

For the purpose of this submission, Technical Reports include:

Reports delivered under the contract in response to work assignments, delivery orders, or the basic contract which are scholarly, scientific reports of:

(1) information which contributes to the body of knowledge in the environmental sciences and/or environmental process and systems.

(2) information, critique, or analysis of issues or processes of concern to EPA and its programs and systems.

(3) information that advances the state of the art in environmental sciences and processes and systems.

The following are examples of technical reports included in this requirement:

- option analyses
- regulatory impact analyses
- economic impact analysis
- technical guidance documents
- methods development
- results of research projects
- technology assessment or technology transfer
- risk assessments
- records of decision
- feasibility studies
- remedial investigations
- remedial designs
- community relations reports
- design documents
- life cycle plans
- process models
- ADP studies

For the purpose of this requirement, the following reports are excluded:

- reports relating to the business management aspects of the contract
- financial reports
- contract progress reports

The Contractor shall submit the technical report abstract at the time of delivering each initial draft and final technical report under the contract on a 3 1/2" or 5 1/4" floppy disk using Wordperfect 5.1 format.

**DELIVER TO: U.S. ENVIRONMENTAL PROTECTION AGENCY
INFORMATION RESOURCES MANAGEMENT DIVISION
CINCINNATI, OHIO 45268**

A simultaneous hardcopy of the technical report abstract shall be submitted to the cognizant Project Officer.

All documents shall be inspected and accepted in accordance with Clause E.2 of the contract.

TABLE 2
ROC PROGRESS REPORT COMPONENTS

REPORT NAME	REPORT NUMBER	REPORT CONTENTS
Summary-level Reports:		
ROC Contract Management Indicator Report	SUM-1	Analyzes program support vs. non-program support expenditures, ave. labor rates, use of term vs. completion form WAs, and highlights WAs at 75% of their expenditure limit.
Work Assignment-level Reports:		
Cost Variance Report	WA-1	Compares current month and cumulative costs incurred to date vs. the approved Work Plan budget.
Invoiced Costs vs. Incurred Costs	WA-2	Compares total costs incurred (\$\$\$ & LOE) vs. total costs invoiced.
Contract Financial Status Reports:		
Modification Log	CFS-1	Lists mods. and tracks impact on ceilings for term LOE/\$\$\$, completion \$\$\$, subpool \$\$\$, travel \$\$\$, and ODC \$\$.
Funding Status - Dollars	CFS-2	Contains contract-level info on expenditure limits, approved budget, and actual cumulative costs. Calculates several management indicator percentages.
Funding Status - Level of Effort	CFS-3	Contains contract-level info on LOE limits (term form WAs only), approved budget, and actual cumulative costs. Calculates several management indicator percentages.
Subpool Report - Contract Level	CFS-4	Contains variety of administrative data on all active subpool subcontracts, including activity/task codes and current/potential values.
Contract Invoice Backup Reports:		
Contract Summary Report	CIB-1	Shows current and cumulative LOE and dollars expended (contract-level) for the invoice period.
Work Assignment Summary	CIB-2	Shows current and cumulative LOE and dollars expended (WA-level) for the invoice period.
Work Assignment Travel Details	CIB-3	Captures detailed info on Local and Out of Town travel expenses (WA-level) for the invoice period.
Work Assignment Direct Costs	CIB-4	Captures detailed info on ODCs (WA-level) for the invoice period.
Work Assignment Subpool Detail	CIB-5	Shows current and cumulative LOE and dollars for the invoice period for active WAs, by Task.

REPORT NAME	REPORT NUMBER	REPORT CONTENTS
Accounts/DCNs to be Charged	CIB-6	Recommends the appropriate allocation of invoiced costs to ACNs/DCNs for the EPA Project Officer.
Invoice Site Attachment		Identifies the costs incurred at each site and/or operable unit with an EPA site/spill identifier (S/SID).

1.4 Billing for Report Preparation

Collection and reporting of site-specific information shall be billed under the applicable site Work Assignment. Preparation of contract-level (i.e., multi-site) information for reports and the compilation of site-specific information for monthly progress reports shall be billed under the Program Support Work Assignment under the heading "Information Control and Reporting".

2.0 ROC PROGRESS REPORTS

2.1 Overview

This section describes the requirements for the monthly Progress Report. The Progress Report consists of four parts: (1) Summary; (2) Work Assignment (WA) Reports; (3) Contract Financial Status Reports; and (4) Contract Invoice Backup Reports. Table 2 lists the specific reports Contractors must complete within each part. The report number and report contents are also captured in this Table.

Section 2.2 presents general specifications and formats for hardcopy sections of the ROC Progress Reports. Sections 2.3 through 2.6 contain detailed descriptions of the four Progress Report parts. Samples of the tabular reports are found in these sections. Site-specific invoicing, requirements are presented in section 2.7. Electronic reporting specifications for use in submitting computer-readable data on ROC contract progress and status to the EPA are found in Section 2.8. A "master" data element dictionary and computer-readable file definitions for the Electronic Progress Report are also presented here.

2.2 General Instructions

The Contractor shall prepare monthly Progress Reports which provide EPA with information on the financial and technical status of individual Work Assignments and the overall contract. The Progress Report shall include narrative discussions of work performed as well as financial data to enable the Agency to assess Contractor progress and compliance with work schedules and budgets.

Progress Reports and invoices shall cover the same calendar period to enable the POs and Work Assignment Managers (WAMs) to use both documents for invoice and progress reviews. Data elements used in both documents must be calculated using the same method to ensure that contract data presented in the monthly progress report match the same information presented in the monthly invoice.

The Contractor shall submit the Progress Report to the Project Officer and Contracting Officer within five days following invoice submittal and no later than 20 days after the end of the reporting period. These procedures ensure that officials responsible for invoice approval have adequate and timely information available to review and approve the invoice. Note that progress reports shall be sent via regular mail (i.e., the cost of express mailing or delivery shall not be billable to the contract).

The Contractor shall prepare the progress report as a working document in accordance with the specifications in the Ongoing Administrative Work Assignment Task 3, "Information Control Reporting". One copy provided to the EPA Project Officer shall be unbound and separated by Work Assignment reports for ease in distribution to the Work Assignment

Managers (WAMs).

2.3 Progress Report Part 1: Summary

Contractors shall use the Summary Section of the Progress Report to provide EPA with a two to five page overview narrative which describes contract-level activities and utilization. It shall highlight key activities, deviations from planned schedules and budgets, and corrective actions taken and planned, including changes of personnel.

The Summary shall also include a set of defined management indicators. At a minimum, the Summary portion of the monthly Progress Report shall consist of a narrative and the Management Indicators Report:

ROC Contract Management Indicator Report (Report SUM-1)

This report has three parts. The first section, "Program Support vs. Remedial Ratios", enables EPA to compare the ratio of dollars/LOE expended for program support activities to nonprogram support activities. Other sections of this report capture data on average labor rates (Section 2), and Work Assignments which have used at least 75% of their expenditure limit (Section 3).

2.4 Progress Report Part 2: Work Assignment-Level Reports

Contractors shall use this section of the monthly Progress Report to provide EPA with Work Assignment-level technical and financial information. Technical information is reported by the Contractor in a narrative statement, while financial data is captured in four Work Assignment-Level Reports. The narrative statement for each Work Assignment shall address the following:

- a summary and highlights of progress and problems experienced on the Work Assignment during the reporting period;
- a detailed progress activity report for the Work Assignment;
- a tabular summary showing planned and actual start and completion dates for each of the Work Assignment Tasks, percent complete for each active Task, and schedule variances;
- discussion of schedule variances and corrective actions taken and planned; and
- projected Work Assignment activities by Task for the next reporting period.

Financial data for each Work Assignment shall be presented in standard, tabular reports which are found below.

ROC Work Assignment Cost Variance Report (Report WA-1)

For each individual Work Assignment, this report enables the Government to compare both current month and cumulative contractor "cost performance" to the approved work plan budget (i.e., not the current incremental funding limit). A variance is calculated for each task. Note that the sum of the current month totals on this report must match the monthly invoice amounts.

ROC Work Assignment Invoiced Costs vs. Incurred Costs Report (Report WA-2)

This report gives EPA the ability to compare total costs incurred (dollars and LOE) to total costs invoiced to date for a Work Assignment. Examples of costs incurred but not invoiced include travel expenses not yet processed and subcontractor charges not yet paid to subcontractors. Cost data is reported on this form in the major billing categories, including: direct labor (by PL level); overhead; direct charges; travel; equipment; insurance; team subcontractors (by P-level); subpool; G&A; and base/award fee. "Current Month Incurred/Invoiced" equals current charges minus adjustments for previous months. "Current Month Total Incurred" equals current month incurred/invoiced plus estimated current month incurred but not invoiced.

2.5 Progress Report Part 3: Contract Financial Status Reports

Contractors shall use this section of the monthly Progress Report to provide EPA with contract- and Work Assignment-level technical and financial information. Technical information is reported by the Contractor in a narrative statement, while financial data is captured in the Contract Financial Status Reports. At a minimum, the narrative statement for the contract shall include a summary of areas of concern (i.e., cost variances and

capacity issues), as well as discussion of corrective action(s) taken. When possible, the narrative description should cross reference data in the six tabular reports. Financial data for each Work Assignment shall be presented in the standard, tabular reports which are found below.

ROC Contract Modification Log (Report CFS-1)

This report enables EPA to track all contract modifications from contract inception to the present. In addition to the modification number, date, and description, this report records the impact of each modification on overall contract funding and established ceiling levels for: term LOE and dollars; completion dollars; subpool dollars; travel dollars; and ODC dollars.

ROC Contract Funding Status - Dollars (Report CFS-2)

This report gives EPA the ability to compare contractor ceilings to cumulative actual costs at both the contract- and Work Assignment-level. Several management indicator percentages are computed, including the percentage of the approved budget that has been funded. It also provides summary totals and percentages contract, and records the Work Assignment number, site, and period of performance start/end dates.

ROC Contract Funding Status - Level of Effort (Report CFS-3)

Similar to Report CFS-2, this report contains contract-level information on level-of-effort (LOE) expenditure limits, approved budgets, and actuals by Work Assignment. It computes several management indicator percentages and gives totals at the contract level. This report captures information on all active and inactive Work Assignments, and records the Work Assignment number, site, and period of performance start/end dates.

ROC Contract Subpool Report - Contract Level (Report CFS-4)

This report gives EPA a range of subcontractor information, including, cumulative costs for all active subpool subcontracts. It presents, by Work Assignment: subcontract number; type; agreement date; period of performance start/end dates; activity code and primary task code; and current/potential value. This report also gives EPA access to information on the business status of subcontractors (i.e., large business, small business, small disadvantaged business, small woman-owned business, small disadvantaged woman-owned business). The total 'current Value' on this report must equal the cumulative amount for 'Subpool' on the current invoice.

2.6 Progress Report Part 4: Contract Invoice Back Up Report

These six reports provide detailed cost breakdown for invoice line items. The invoice backup report shall be identified as Standard Form 1035-Invoice Continuation.

ROC Contract Invoice Backup Report - Contract Summary (Report CIB-1)

This contract level report enables EPA to compare the total current and cumulative level-of-effort (LOE) and dollar charges by Cost Element for the invoice period. Direct labor hours and dollars are tracked by Professional Labor category. The total on this report must match the cumulative totals on the individual invoices.

ROC Contract Invoice Backup Report - Work Assignment Summary (Report CIB-2)

This report shows current and cumulative level-of-effort (LOE) hours and dollars expended for the invoice period for each active Work Assignment, by task. This report also records direct labor LOE and dollars by P-level and by individual name. It includes a breakdown of LOE and dollars for Team subcontractors using loaded hourly rates. The total of these reports must match the totals on the invoice itself.

ROC Contract Invoice Backup Report - Work Assignment Travel Details (Report CIB-3)

This report captures detailed information for analysis by the Government on local and out of town travel expenses for each active work assignment. A lump sum figure is calculated for local travel data by task. Conversely, out of town travel is recorded by task, by destination, and by person. The purpose and dates of the trip are also noted.

ROC Contract Invoice Backup Report - Work Assignment Other Direct Cost Detail Report (Report CIB-4)

This report contains detailed information by Work Assignment on current Other Direct Costs, which included: computer hardware and software; equipment; photocopies; and other miscellaneous costs (e.g., mail and delivery services) on a task basis. Note that the total for all Work Assignments must match the total of "ODCs" and "Equipment" on the current invoice.

ROC Contract Invoice Backup Report - Work Assignment Subpool Detail (Report CIB-5)

This report gives EPA information on each subcontractor by Work Assignment and by Task. This report is similar to CFS-4, but is on a work assignment specific basis. In addition to the subcontractor name, the report captures the Task number, an abbreviated Statement of Work, and period of performance. Other information portrayed in this report includes the subcontract number, the business status of the subcontractor, and the potential value and cumulative charges. The total of these reports must match the current invoice.

ROC Contract Invoice Backup Report - Accounts/DCNs to be Charged (Report CIB-6)

This report is particularly useful to EPA because it recommends to the Agency's

Project Officer the appropriate allocation of invoiced costs to ACN/DCNs. The contract-level information captured on this report includes the account number, DCN, the original/remaining amount obligated, as well as the amount to be paid on the invoice. the "Remaining Amount Obligated" on this report equals the "Amount Obligated" minus the "Cumulative Amount Charged". The "Total Amount to be Paid on This Invoice" must equal the invoice total.

The following tables (sent via Lotus files) should be included here:

WA-1

WA-2

CFS-1

CFS-2

CFS-3

CFS-4

CIB-1

CIB-2

CIB-3

CIB-4

CIB-5

CIB-6

ROC Contract Management Indicator Report (SUM-1)

For Work Performed Thru: October 31, 1992

Contractor:

Contract Number:

1. Program Support (PS) vs. Remedial Ratios						
	PS Hours	Remedial Hours (Term & Comp)	PS/Remed Hours	PS Dollars	Remedial Dol. (Term & Comp)	PS/Remedial Dollars
Current Year	99,999	99,999	999.9	99,999,999.00	99,999,999.00	99,999,999.00
Fiscal Year	99,999	99,999	999.9	99,999,999.00	99,999,999.00	99,999,999.00
Contract	99,999	99,999	999.9	99,999,999.00	99,999,999.00	99,999,999.00
2. Average Hourly Labor Rates						
Average labor rate in contract		999.99				
Average labor rate for current period		999.99				
Average labor rate for fiscal year		999.99				
Average labor rate for contract to date		999.99				
3. Term vs. Completion Form Work Assignments						
	Term Form		Completion Form			
	Count or Dollars	Percentage	Count or Dollars	Percentage		
Work Assignments						
Actual costs for current year	9,999	999.9	999	999.9	999.9	
Actual costs for fiscal year	99,999,999.00	999.9	99,999,999.00	999.9	999.9	
Actual costs for contract to date	99,999,999.00	999.9	99,999,999.00	999.9	999.9	
4. Work Assignments at 75% of Expenditure Limit						
		Expenditure Limit		Cumulative Actual Costs		Percent Actual/ Expenditure Limit
WA Number	Site	LOE	Dollars	LOE	Dollars	LOE Dollars
00001-2L3	Joe's Dump	99,999	99,999,999.00	99,999.00	99,999,999.00	999.90
00004-207	Smith's Junction	99,999	99,999,999.00	99,999.00	99,999,999.00	999.90

2.7 Site-Specific Invoicing Requirements

The contractor shall provide an invoice which identifies the costs incurred at each site and/or operable unit with an EPA site/spill identifier (S/SID). The invoice will include the following information:

1. A cost element summary which summarizes all costs being invoiced by cost element such as labor, travel, equipment, other direct, subcontractor, and overhead or indirect costs, as identified elsewhere in the contract.
2. A site attachment to the invoice (see example shown on Exhibit 1), on which the invoiced costs are broken down as follows:
 - Each site with an EPA S/SID (e.g., site 06A8).
 - All other sites (e.g., those without an EPA S/SID, on one line per Region, such as 06ZZ).
 - Superfund non-site cost for the whole contract (as opposed to project support costs incurred on each multi-site work assignment) as defined in the contract SOW, section 11, shall be assigned to the generic non-site number '00'.
 - Non-Superfund costs, as applicable, on one line.

The required format of the invoice site attachment is shown in Exhibit 1. The sum of the detailed costs on all invoice site attachments must equal the total amount invoiced as shown on the costs elements summary. Work Assignment contracts may submit a separate page for each Work Assignment with additional pages for contract-wide, non-site costs.

Contractors are required to include on the invoice site attachment the proper 10 digit EPA account numbers for all sites on which the costs were incurred. This will include constructing, new site-specific account numbers from the generically obligated accounts for multi-site Work Assignments. Instructions on site-specific accounting and the EPA account number are include in Exhibit 1.

Contractors shall submit four (4) copies of the invoice and invoice site attachment, one to the Project Officer and three (the original and two copies) to the National Contracts Payment Division, Research Triangle Park (RTP), North Carolina. If new equipment is invoiced, submit an extra copy of the invoice to RTP. See clause 'G.4' of the contract.

Contractors shall also allocate their non-site costs (those charged to the "00" site number) each year through the annual allocation process as described in clause 'G.8' of the contract. This includes award fee or Work Assignment-specific project management.

Questions regarding these requirements should be referred to the Chief of Operations and Payment Branch, Financial Management Division, at (202) 260-9268.

INVOICE SITE ATTACHMENT**INVOICE SITE ATTACHMENT**

#####

CONTRACTOR NAME:

INVOICE PER. OF PERF. MM/DD/YY-MM/DD/YY

[illegible]

CHARGE ADJUSTMENT CODES:

PAGE 1 OF

Explanation of Exhibit I - Invoice Site Attachment

Total invoiced costs should be reported on the invoice site attachment for each site with an S/SID, even those for which the S/SID was assigned during the billing period. For each site with and without EPA S/SID, and non-site charges ("00" account) incurred during the billing period, the contractor will complete the following elements: (NOTE: provide one line per site or activity, sorted by Region, on the

invoice site attachment. Include each operable unit name if applicable, within a site and subtotal by site.)

Page Formatting: (Upper Left Corner) Invoice number, TDD or work assignment number(s) or put in column #1 if not providing separate pages for each WA, region #; (Center) contract number, contractor name, period of performance of invoice; (lower right corner) Provide page # for the attachments - i.e. 1 of 7, 2 of 7.)

Columns:

Col.#

- #1 (OPTIONAL) TDDs or Work Assignment number (W. A.) - the full work assignment number provided by the Work Assignment Manager. The TDD or WA number may be placed in the upper left corner if the contractor is providing a separate page for each.
- #2 Site spill identifier number (S/SID) - This will be the 2 digit Region code combined with the 2 digit site code (i.e. A8); it is used to represent the S/SID. The activity code is NOT part of the S/SID number.
- #3 Site Name - The name of the site up to 18 characters. NOTE: for non-site activities, use this column to briefly describe the non-site activity.
- #4 (OPTIONAL) Operable Unit or activity - If a S/SID has been separated into operable units or subsites for cost recovery purposes and have not been assigned their own S/SID number, the costs should be included on the invoice by operable unit name and any numeric designation.
- #5 Document Control Number (DCN) - A six-digit alpha numeric. The DCN in conjunction with the account number is always required for charges or adjustments. Credits shall be made to the originally charged DCN and account number.
- #6 Account to be Charged - The 10 digit account number (see below) that represents the costs as they were actually incurred on an EPA Site-spill identifier (S/SID), pre- S/SID site or non-site activity. The account to be charged will generally differ from the account of the initial obligation (see attached instructions) on work assignments that were obligated out of "generic" site funding such as sites "00" or "ZZ" such as on multi-site work assignments. (See note on constructing site specific accounts from generic site accounts in Background section).
- #7 Account of Initial Obligation - The 10 digit account number included on the contract award or modification/amendment document or the account that was previously charged incorrectly. See attached "Guidance on Superfund Invoicing" Sections E, for details on reassignment from obligation account to site account.
- #8 Charge Adjustment Column - This column is used to provide details of credits for erroneous charges or other adjustments.
- #9 Charge Adjustment Code - Include a description at the bottom of the invoice attachment to describe the reason for the adjustment.
- #10 Current charge amount - The amount to be charged to the S/SID, Operable unit, pre-S/SID or non-site account. If there are Operable units within a site, list the cost of each Operable Unit and provide a subtotal for each S/SID.

- #11 **Cumulative Charge** - Show the cumulative charge to each Operable Unit or S/SID; subtotal by DCN within the 10 digit account number. For non-site charges, include cumulative charge since last annual allocation report.
- #12 **Allocability Code** - For non-site activities, determine whether these costs should be allocated to sites through the annual allocation process. Use "p" for program-wide or "s" for site-support activities. See the "Instructions for Performing Annual Allocation" for further details on the definition of program-wide or site-support.

Rows:

Incurred and claimed charges should be listed in the following sequential order:

#1 Costs for Sites with EPA S/SID (by Operable Unit as well, if applicable).

#2 Costs for sites without S/SIDs (list each pre-S/SID site by name and ZZ account number.

#3 Non-site Superfund costs including base and award fees, program support, equipment, and non-site activities. (All non-site costs will be charged to the "00" site identifier by DCN - - referencing work assignment is optional.)

Administrative and Technical Program Support - see definition in SOW Section II. These activities encompass what used to be called "program management" now called "program support."

Fees

Base and award fees will be invoiced and paid on a periodic basis as specified in the contract. The contractor should report these costs on the invoice attachment identified as "Fees".

Non-Site Activities

Contractors may engage in activities which cannot be related to specific sites. Each of these activities must be described under the columns used for the S/SID and operable units (cols. 3 & 4).

Please note that like Contract-Wide non-site activities, which are allocated to sites through the Annual Allocation process, **Multi-Site Work Assignment Specific** Project Management activities are also allocated to sites using the annual allocation process. See the Annual Allocation contract clause and guidance for further details.

#4 Non-Superfund Costs (by appropriation) All non-Superfund costs invoiced should be reported by appropriation on the site-specific attachment, with the billing period and cumulative amounts invoiced and applicable account and DCN included in the contract award/amendment document.

#5 Total Invoice Amount This amount is the total of the costs listed in #10, Current Charge Amount Column, i.e., the total charges for this billing period. This must equal the total amount on the invoice itself. There should be no total for the cumulative charge column.

Background on EPA 10-Digit Account Code for Superfund Contractors:

The following is a brief description of EPA's 10-digit account number structure found on the contractual instrument used for award or amendment and used on the invoice.

EXAMPLE #1 - REGION 6 REGIONAL SITE SPECIFIC ACCOUNT NUMBER

3	TFA	6A	L	R	A8
APPN YEAR	PROGRAM ELEMENT	ALLOWANCE HOLDER	RESP. CENTER	ACTIVITY CODE	SITE/SPILL IDENT.

EXAMPLE #2 - HEADQUARTERS ACCOUNT FOR REGION 6 SITE REPORT

3	TFA	72	6	R	A8
APPN YEAR	PROGRAM ELEMENT	ALLOWANCE HOLDER	RESP. CENTER	ACTIVITY CODE	SITE/SPILL IDENT.

1ST DIGIT - APPROPRIATION YEAR

Last number of the year for which the funds were appropriated, e.g. 3 for fiscal year 1993 (FY93).

2ND - 4TH DIGITS - PROGRAM ELEMENT

First 3 positions of the six-position Superfund program elements. **DO NOT CHANGE FROM OBLIGATION DOCUMENT WHEN INCLUDING ON INVOICE.**

5TH & 6TH DIGITS - ALLOWANCE HOLDER

For Headquarters or Regional allowance holders. Use 01-10 for the regions 1 through 10, otherwise the number represents a Headquarters allowance holder. **DO NOT CHANGE FROM OBLIGATION DOCUMENT.** In Example #1 of a regional allowance holder, the 6A represents site allowance, 6B would represent Congressional add-ons, and 06 would represent general support and management.

7TH DIGIT - RESPONSIBILITY CENTER (Regional allowance holders)
REGIONAL IDENTIFIER (Headquarters allowance holders)

For regional allowance holders, the use of the 7th digit denotes the responsibility center within the region (1st Example). **DO NOT CHANGE FROM OBLIGATING DOCUMENT.**

For Headquarters allowance holders, the Regional Identifier denotes the region in which the Superfund site clean-up effort is taking place (see 2nd Example).

8TH DIGIT - ACTIVITY CODE

The activity code is used to represent different remedial, removal, and enforcement activities. Certain activity codes may be used only in conjunction with site-specific or non-site account numbers. See attached list of activity codes. Activity codes should correspond with the progress reporting provided by contractors to project officers. Consult your project officer for an updated activity codes list since periodic changes are made to this list (see example on previous page). **THIS DIGIT MAY BE CONSTRUCTED BY THE CONTRACTOR AND REQUIRES THE PROJECT OFFICER'S APPROVAL.** ARCS contractors are required to track program management under two activity codes based on the "Administrative Guidance Under ARCS": Administrative - Activity code "9" (as before) and Technical - activity code "A". Even if the program management was obligated all under activity code "9", the contractor must separate all non-site activities into the two categories using the definitions in the guidance and invoice these costs separately.

9TH & 10TH DIGITS - SUPERFUND SITE NUMBER THESE DIGITS MAY BE CONSTRUCTED BY THE CONTRACTOR AND REQUIRE THE PROJECT OFFICER'S APPROVAL. The Superfund site number is

used for identifying the site associated with the particular financial transaction. There are three different types of site designations:

"A8" - Site Specific Costs

3	TFA	6A	L	R	A8
APPN YEAR	PROGRAM ELEMENT	ALLOWANCE HOLDER	RESP. CENTER	ACTIVITY CODE	SITE/SPILL IDENT.

The actual sites worked on under each work assignment of TDD need to be shown here. The contractor will determine which of the sites for which costs were incurred have been assigned a S/SID. Contractors should receive, at least bi-monthly, an updated list of all S/SIDs (or NPL listing) from their project officers. If the contractor needs further assistance, the issuing office is the Resource Management Section, Office of Program Management, Office of Emergency and Remedial Response, Office of Solid Waste and Emergency Response at (703) 603-8897.

"ZZ" - Pre-S/SID (Generic)

3	TFA	6A	L	J	ZZ
APPN YEAR	PROGRAM ELEMENT	ALLOWANCE HOLDER	RESP. CENTER	ACTIVITY CODE	SITE/SPILL IDENT.

If the site does not have a S/SID, the account number that should be used is the "ZZ" site identifier. Please note that if there are several activities to be charged for the same site, the full 10 digit account number should be used for each activity. **NOTE:** The "ZZ" charges for activities that occur before expanded site investigations should not be reassigned to sites if S/SIDs are later created. For work assignments obligated to a "ZZ" site for the preliminary activities undertaken to determine appropriateness of NPL status such as preliminary assessments (PA) and site investigations (SI), the costs should not be reassigned to a SSID through the monthly invoice process, even if a SSID exists at the time. The "WQ" site identifier is the appropriate obligating account for multi-site work assignments (see Example D). Only those "ZZ" charges that are incurred on expanded site investigations, enforcement, or remedial actions should be reassigned on the charge adjustment column on the monthly invoice.

"00" - Non-Site Charges (Generic)

3	TFA	O6	L	J	00
APPN YEAR	PROGRAM ELEMENT	ALLOWANCE HOLDER	RESP. CENTER	ACTIVITY CODE	SITE/SPILL IDENT.

If the costs incurred are not associated with a particular site, they are considered non-site activities. Examples include program support (administrative and technical support), work assignment specific project management, base and award fees, equipment, start-up costs, close-out costs, other non-site activities such as quality assurance programs, training to state personnel, etc.

Work Assignments Provide Site Number of Original Obligation, Not the Account to be Charged

A correlation exists in most instances between the work assignment number and the 2 digit site

account of initial obligation. The last 2 digits of the work assignment number is generally the last 2 digits of the SSID number for site-specifically obligated work assignments. However, the work assignments for many types of Superfund contracts are obligated using a generic site number designation of "WQ" for multi-site work assignment or "00" for non-site. ARCS, TES, some future ROCS and all START and ESS Superfund contracts are or will be receiving obligation assignments funded from generic accounts. At the time of the work assignment obligation, the accounting system shows only the initial obligation with a generic account so the invoice needs to provide the site-specific account so these costs

can be recovered to the sites. Monies left in the generic accounts may not be recovered. In all cases multi-site work assignment project management must be reassigned from the "WQ" obligation account to the "00" site account. Therefore, if effort after the PA/SI work was performed on sites with an S/SID, the invoice needs to reflect this S/SID number, either site specific or "ZZ", not the generic account used to fund the work assignment.

Constructing a Site Specific Account Number From a Generic Account Number

These are the steps to follow when constructing a site-specific account number from a generic account number:

1. Do not change positions 1-7 for regionally funded account number (see first account example).
2. Do not change positions 1-6 for headquarters funded account number (see second account example). Insert the regional number in position seven, i.e. 6 for region VI and 0 for region X.
3. For position 8, use the activity code provided by the project officer and in compliance with the activity code attachment.
4. In positions 9 and 10, insert the S/SID number in place of "ZZ" or "00".

S/SID Number does not include activity code:

The Region number combined with the site number is used to represent the 4-digit S/SID. The activity code is "Q" part of the S/SID number. For example, the S/SID for the 10 digit account number listed above is "06A8", NOT "a6RA8".

Note About Operable Units

As required in the invoice attachment, any operable unit costs within a S/SID may be described on individual line items. Operable units are specific locations or activities within a S/SID which may be considered its own "site" for cost recovery purposes.

Responsibility Centers Used as 3rd Digit on Site Number:

Several regions experiencing a shortage of site numbers may begin to use the responsibility centers to provide a third digit for the 2 digit site number. Consult your regional Superfund Project Officer for more information. Call the Superfund Accounting Branch (FMD) for more information at (202) 260-9268.

SUPERFUND ACTIVITY CODES
8TH DIGIT OF ACCOUNT NUMBER

In lieu of Section of Law Code, the following activity codes
will be entered as applicable for Superfund Account Numbers

Remedial Program

- C - Remedial Project Manager - Intramural Only (1)
- G - RPM/OSC Oversight - Intramural Only (3)
- H - Remedial Analysis - Extramural Only (2)
- J - Pre-Remedial - Extramural Only (2)
- L - RI/FS - Extramural Only (2)
- N - Remedial Design - Extramural Only (3)
- P - Oversight of Responsible Party - Extra and Intramural (3)
- R - Remedial Action - Extramural Only (3)
- Z - Technical Assistance Grants - Extramural Only (3)
- 9 - Remedial Support and Management - Extra and Intramural (1)

Removal Program

- D - On-Scene Coordinators - Intramural Only (1)
- E - Removal Actions - Extramural Only (3)
- G - RPM/OSC Oversight - Intramural Only (3)
- P - Oversight of Responsible Party - Extra and Intramural (3)
- W - Expedited Response Actions - Extramural Only (3)
- Y - Removal TAT Activities - Extramural Only (1)
- 8 - Removal Support and Management - Extra and Intramural (1)

Enforcement Program

- B - Pre-Enforcement Activity - Extramural Only (1)
 - C - Remedial Project Manager - Intramural Only (1)
 - D - On-Scene Coordinators - Intramural Only (1)
 - G - RPM/OSC Oversight - Intramural Only (3)
 - P - Oversight of Responsible Party - Extra and Intramural (3)
 - Z - Technical Assistance Grants (TAG) - Federal Facilities and Extramural Only (3)
 - 2 - Judicial Enforcement - Extramural Only (3)
 - 3 - State/Federal Facility Liaison - Extramural Only (3)
 - 4 - General Enforcement - Extramural and Intramural (1)
 - 5 - Removal Enforcement - Intramural Only (3)
 - 6 - Remedial Enforcement - Intramural Only (3)
- Military Base Closures -

Other Codes

A - Technical Contract Management - Extramural Only (4)
7 - General Support and Management - Extra and Intramural (1)
U - Laboratory Analysis - Extra and Intramural (1)
0 - Research and Development - (Numeric 0) - Extra and Intramural (4)

NOTES:

- (1) Can be used with non-site specific, site specific and "ZZ" account number.**
- (2) Can only be used with site specific account number (includes "ZZ" account numbers).**
- (3) Can only be used with site specific account numbers (excludes "ZZ" account numbers).**
- (4) Account numbers with 0 or A as the activity will always be considered non-site specific.**

2.8 Electronic Progress Report Specifications

The information in this section defines a set of standard electronic reporting files to be used to submit computer-readable data on ROC contract progress and status to the EPA. While all of the data appearing on the hardcopy reports either appears in the electronically reported data or can be computed from it, the electronic format does not attempt to reproduce the hardcopy reports exactly. Rather, it is a set of files based on a relational model of ROC progress and status data. It is comprised of a set of dBase-format files, which can commonly be generated by PC and many mainframe software packages. The specifications presented in this section include the following components:

- A table showing valid values for several of the main data elements appearing in the specifications.
- An overall data dictionary for all data elements appearing in the electronic report files.
- File descriptions for all files included in the specifications.

These specifications are intended to completely define the electronic reporting requirements for the ROC contracts. The EPA will decide and advise on any matters of interpretation which may arise when contractors implement the specifications. The requirements for the site specific allocation report are determined by the EPA Superfund Accounting Branch (SAB) and are subject to changes in SAB requirements.

Table 3 provides acceptable values for reporting costs using the electronic reporting file formats. It lists the acceptable values for resource element (RESRCE_EL). For each acceptable value of resource element, the table lists the acceptable values for resource sub-element (RESRCE_SUB). For each acceptable value of resource sub-element, the table lists the acceptable values for resource sub-element detail (RESRCE_SED). Values listed in italics do not have to be entered exactly as shown, but are intended to describe the type of information which can appear in the sub-element and sub-element detail fields in certain situations where flexibility is allowed. Values which are not in italics must be entered exactly as shown, in upper case. Where "na" is shown, a field should be left blank.

TABLE 3
ACCEPTABLE VALUES FOR RESOURCE IDENTIFIERS

Resource Element	Resource Sub-Element	Resource Sub-Element Detail
DIRECT LABOR	P1	<i>Employee Name</i>
	P2	<i>Employee Name</i>
	P3	<i>Employee Name</i>
	P4	<i>Employee Name</i>
	T1	<i>Employee Name</i>
	T2	<i>Employee Name</i>
	CLERICAL	<i>na</i>
TEAM SUBCONTRACTORS	P1	<i>Employee Name</i>
	P2	<i>Employee Name</i>
	P3	<i>Employee Name</i>
	P4	<i>Employee Name</i>
	T1	<i>Employee Name</i>
	T2	<i>Employee Name</i>
	CLERICAL	<i>na</i>
OVERHEAD	<i>na</i>	<i>na</i>
OTHER DIRECT CHARGES	COMPUTER HARDWARE	<i>Hardware description</i>
	COMPUTER SOFTWARE	<i>Software description</i>
	MAIL AND DELIVERY	<i>Description of charge</i>
	COPYING	<i>Description of charge</i>
	MISCELLANEOUS	<i>Description of charge</i>
	<i>Other values as required</i>	<i>Description of charge</i>
COMP FORM LABOR	P1	<i>Employee Name</i>
	P2	<i>Employee Name</i>
	P3	<i>Employee Name</i>
	P4	<i>Employee Name</i>
	T1	<i>Employee Name</i>
	T2	<i>Employee Name</i>

Resource Element	Resource Sub-Element	Resource Sub-Element Detail
	CLERICAL	<i>na</i>
TRAVEL	LOCAL TRAVEL	<i>na</i>
	OUT OF TOWN TRAVEL	<i>na</i>
EQUIPMENT	EQUIPMENT	<i>Description of equipment</i>
INSURANCE	<i>na</i>	<i>na</i>
SUBPOOL	<i>Subcontract number</i>	<i>na</i>
G&A	<i>na</i>	<i>na</i>
BASE FEE EARNED	<i>na</i>	<i>na</i>
AWARD FEE EARNED	<i>na</i>	<i>na</i>

ROC Reporting Data Directory-Data Elements

<i><u>Data Element Name</u></i>	<i><u>Database Element Name</u></i>	<i><u>Element Type</u></i>	<i><u>Element Length</u></i>	<i><u>Description</u></i>
Account to be Charged	ACCT_CHRGD	CHARACTER	10	Site specific and activity specific account to which expenses are to be charged.
Activity Code	ACTIV_CODE	CHARACTER	1	EPA account system activity code associated with the SOW work area of the WA. This code is used to build the "Account to Be Charged" when producing the site-specific allocation.
Amount to be Charged charged for a particular DCN on the current invoice.	AMT_CHRGD	NUMERIC	12.2	Amount charged to an account to be
Approved Budget Dollars	APVDBUDDOL	NUMERIC	12.2	Dollar amount of current approved budget for a WA/Task/Resource.
Approved Budget LOE	APVDBUDLOE	INTEGER	11	Number of hours of LOE in the approved budget for a direct labor P-level in a Term form Work Assignment.
Beg. Cumulative Amount Charged ACN/DCN as of the beginning of the current reporting period.	BEGCUMAMTC	NUMERIC	12.2	Cumulative amount charged to an
Beginning Cumulative LOE	IN_BGCULOE	INTEGER	11	Beginning cumulative LOE balance. Should equal ending cumulative balance on previous invoice.
Beginning Cumulative Total Dollars	IN_BGCUDOL	NUMERIC	12.2	Cumulative dollar totals prior to invoice. Should equal the ending cumulative totals on the invoice.
Budget Approval Date	BUD_AP_DT	DATE	10	Date budget approved by EPA.
Budget Approval Status	BUD_APV_ST	CHARACTER	12	Status of WA budget/project plan. Values are: "Under Prep"; "EPA Review"; "Approved"; Revision 1"; "Revision 2", etc.
Completion Form Dollar Amount	MOD_CFAMT	NUMERIC	12.2	Total dollar amount of net change to funded level for completion for Work Assignments caused by a contract modification.
Contract Average Labor Rate	CON_AVLBRT	NUMERIC	6.2	Average overall labor rate based on rates agreed to in the contract.
Contract Award Date	CON_AWD_DT	DATE	10	Date of contract award.
Contract Award Fee	CON_AWDFEE	NUMERIC	12.2	Award fee potential or pool for the contract.
Contract Base Fee	CON_BASFEE	NUMERIC	12.2	Contract base fee amount.

<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Element Type</i>	<i>Element Length</i>	<i>Description</i>
Contract Base or Option Period	CON_PERIOD	CHARACTER	10	Current contract period. Values are: "Base"; "Option 1"; "Option 2": etc.
Contract Completion Form Increment	MOD_CFINC	NUMERIC	12.2	Total dollar amount of net change to contract completion form ceiling caused by a contract modification.
Contract Completion Form Ceiling	CON_CFCLG	NUMERIC	12.2	Current contract ceiling for completion form dollars.
Contract Cumulative Amount Reimbursed	CONTRACT_C	NUMERIC	12.2	Cumulative amount reimbursed for billings on a contract. Equal to sum of cumulative amounts reimbursed on work assignments. Appears on contract level invoice backup reports.
Contract Current Expenditure Limit-LOE	CON_EXLOE	INTEGER	11	Current expenditure limit for the contract in terms of level of effort hours.
Contract Current Expenditure Limit	CON_EXPLMT	NUMERIC	12.2	Dollar amount of current contract expenditure limit.
Contract Estimated Cost	CON_ESTCST	NUMERIC	12.2	Estimated cost of the contract including current and previous options, not including the base or award fee.
Contract Funded Award Fee	CON_FUNAWD	NUMERIC	12.2	Amount of contract award fee currently funded.
Contract Funded Base Fee	CON_FUNBAS	NUMERIC	12.2	Amount of base fee currently funded.
Contract Funded Dollars	CON_FNDDOL	NUMERIC	12.2	Dollar amount currently funded under the contract.
Contract Funded LOE	CON_FNFLOE	INTEGER	11	Number of LOE hours currently funded under the contract.
Contract LOE Ceiling	CON_LOECLG	INTEGER	11	Current contract LOE ceiling.
Contract LOE Ceiling Increment	MOD_LOECIN	INTEGER	11	Total amount of net change to LOE hours ceiling caused by a contract modification.
Contract Modification Description	MOD_DESC	CHARACTER	254	Brief description of the contract modification.
Contract Modification Effective Date	CON_MODEDT	DATE	10	Effective date of a contract modification.

<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Element Type</i>	<i>Element Length</i>	<i>Description</i>
Contract Modification Funded Amount	MODFUNDAMT	NUMERIC	10	Amount of dollar funding added to a contract's funded level by a contract modification.
Contract Modification LOE	MOD_LOE	INTEGER	11	Total number of LOE funded hours changed by a contract modification.
Contract Modification Number	CON_MODNUM	CHARACTER	4	Usually a sequential number uniquely identifying each contract modification.
Contract Number hyphens.	CONTRACT	CHARACTER	10	EPA Contract Number; includes
Contract ODC Ceiling	CON_ODCCLG	NUMERIC	12.2	Contract ceiling for ODCs.
Contract ODC Ceiling Increment	CONTRACT O	NUMERIC	12.2	Change in the contract ceiling amount for ODCs caused by a contract modification.
Contract Period End Date	CON_PEREDT	DATE	10	End date of current contract period.
Contract Period Start Date	CON_PERSDT	DATE	10	Start date of current contract period.
Contract Subpool Ceiling	CON_SUBCLG	NUMERIC	12.2	Current contract ceiling for subcontractor pool dollars.
Contract Subpool Ceiling Increment	MOD_SUBCIN	NUMERIC	12.2	Total dollar amount of net change to the contract subpool ceiling caused by a contract modification.
Contract Term Form Ceiling Increment	MOD_TFCIN	NUMERIC	12.2	Total dollar amount of net change to a contract ceiling for Term form Work Assignments caused by a contract modification.
Contract Term Form Dollar Ceiling	CON_TRMCLG	NUMERIC	12.2	Dollar amount of current contract ceiling for Term form Work Assignments.
Contract Travel Ceiling	CON_TRVCLG	NUMERIC	12.2	Current contract ceiling for travel dollars.
Contract Travel Ceiling Increment	MOD_TRVCIN	NUMERIC	12.2	Total dollar amount of net change to the contract travel ceiling caused by a contract modification.
Contractor City	CON_CITY	CHARACTER	15	City of prime contractor's contractual address.
Contractor Name Name of Prime Contractor firm. A contractor is	CON_NAME	CHARACTER	20	an entity in private industry which enters into contracts with the Government.
Contractor State	CON_STATE	CHARACTER	2	Two-character state code of the prime contractor's contractual address.
Contractor Street Address	CON_ADDR	CHARACTER	40	Prime contractor street address.
<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Element Type</i>	<i>Element Length</i>	<i>Description</i>
Contractor Zip Code	CON_ZIP	CHARACTER	9	Zip code of the prime contractor's contractual address.

Cumulative Amount Charged	CUMEAMTCGD	NUMERIC	12.2	Cumulative amount charged to an ACN/DCN through the end of the current reporting period.
Cumulative Amt Charged	CUMULATIVE	NUMERIC	12.2	Total amount charged to an account on a particular DCN through the current reporting period.
Current Dollars	IN_CUR_DOL	NUMERIC	12.2	Dollar amount invoiced during the current period. Does not include adjustments to prior periods.
Current LOE	IN_CUR_LOE	INTEGER	11	Number of hours of LOE invoiced for on the current invoice. Does not include hours which are adjustments to previous periods (i.e., which would result in different ending cumulative totals on the previous invoice and beginning cumulative totals on the current invoice).
DCN	DCN	CHARACTER	6	EPA Document control number.
Ending Cumulative Dollars	IN_ENCUMDL	NUMERIC	12.2	Total cumulative dollars after application of all charges on the invoice. Includes current charges and adjustments to previous periods.
Ending Cumulative LOE	IN_ENCULOE	INTEGER	11	Ending cumulative LOE balance for LOE resources after applying all charges on the invoice. Includes current charges and adjustments to previous periods.
Est. Bal. to Complete-Dollars	BALCOMPDOL	INTEGER	11	Balance of dollars needed to complete a task.
Est. Bal. to Complete-LOE	BALCOMPLOE	NUMERIC	12.2	Estimated balance of LOE needed to complete a task.
Est. Cumulative Amount Incurred	CUMAMTINC	NUMERIC	12.2	Computed as follows: Ending cumulative amounts invoiced plus Est. current month incurred/not invoiced.
Est. Incurred Cumulative Dollars	INCCUM_DOL	NUMERIC	12.2	Estimated cumulative charges including both invoiced through the current invoice and charges which have been incurred but not yet invoiced.
Est. Incurred Cumulative LOE	INCCUM_LOE	INTEGER	11	Estimated cumulative LOE including both invoiced charges and charges which have been incurred but not yet invoiced.

<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Element Type</i>	<i>Element Length</i>	<i>Description</i>
Firm Name	FIRM_NAME	CHARACTER	20	Name of firm that incurred charges. This will be either the name of the prime contractor or a team subcontractor. Does not apply to subpool subcontractors.
Incurred/Not Invoiced Est. Amt.	NOTINV_AMT	NUMERIC	12.2	Estimated amount of dollars which have been expended on a task but not yet invoiced. Examples would be travel expenses not yet processed and subcontract charges not yet paid.
Incurred/Not Invoiced Est. LOE	NOTINVLOE	INTEGER	11	Estimated number of hours of LOE used during the reporting period but not invoiced. This number should usually be zero.
Invoice Amount	INVOICEAMT	NUMERIC	12.2	Total amount billed or credited on an invoice. Used to verify correct totals when summing detailed task-level records.
Invoice Date	INV_DATE	DATE	10	Date invoice prepared and/or submitted.
Invoice Dollars Prior Per Adj.	IN_ADJ_DOL	NUMERIC	12.2	Dollar amount on current invoice which reflects adjustments to prior periods. These amounts allow correction of any difference between ending cumulative totals on previous invoice and beginning cumulative totals on the current invoice.
Invoice LOE Prior Period Adj.	IN_ADJ_LOE	INTEGER	11	Number of LOE hours on current invoice which are adjustments to prior periods. These values will correct ending cumulative totals on the previous invoice to equal beginning cumulative totals on the current invoice.
Invoice Number	INVOICE_NO	INTEGER	4	Sequential number starting with "1" which uniquely identifies every invoice submitted under a contract.
Invoice Service Delivery Date	INV_DEL_DT	CHARACTER	21	Time period delivery of services covered by the invoice.
Multi-site Indicator	MULTI-SITE	CHARACTER	1	Flag indicating whether a Work Assignment is a multi-site WA. Values are "M" if it is a multi-site; "S" for a single site.
Object Class	OBJECT_CLS	CHARACTER	4	Four digit EPA object class.
Obligated Account Number	OBLIG_ACN	CHARACTER	10	EPA account number to which funds are initially obligated to a contract.
Obligated Amount	OBLIG_AMT	NUMERIC	12.2	Amount obligated by a funding transaction.
Percent Actual to Apvd. Bud-LOE	PCT_AABLOE	NUMERIC	5.1	Percent of actual LOE expended compared to the LOE approved budget

<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Element Type</i>	<i>Element Length</i>	<i>Description</i>
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Percent Actual to

Exp. Limit-LOE	PCT_ACELOE	NUMERIC	5.1	Percent of actual LOE expended compared to the LOE expenditure limit.
Percent Actual vs. Approved Budget	PCT_ACTAPB	NUMERIC	5.1	Percent of actual cumulative costs compared to the approved budget amount.
Percent Actual vs. Expend Limit	PCT_ACTEXP	NUMERIC	5.1	Percentage of actual cumulative cost compared to the expenditure limit.
Percent Apvd Budget to Fund-LOE	PCT_EXFLOE	NUMERIC	5.1	Percent of LOE expenditure limit compared to funded LOE.
Percent Expend Limit to Funded	PCT_EXPFND	NUMERIC	5.1	Percent of expenditure limit compared to amount funded.
Period of Performance End	POP_END	DATE	10	Work Assignment period of performance end date.
Period of Performance Start	POP_START	DATE	10	Work Assignment period of performance start date.
Program Area	PROG_AREA	CHARACTER	5	Program area code from obligated account number. Used to construct account to be charged.
Region	REGION	CHARACTER	1	EPA Region identifier. Numeric digit used, with "O" designating EPA Region 10.
Reporting Period	REPORT_PER	DATE	10	Date of last day of the reporting period. Each period is a calendar month, so this will be the last day of the month.
Resource Element	RESRCE_EL	CHARACTER	20	High level resource identifier. Use for: Direct Labor; Overhead; ODCs; Travel; Equipment; Insurance; Team Subcontractor labor; Subpool; G&A; Base Fee; Award Fee, and Completion Form Labor.
Resource Expend Limit-LOE	RES_EXLLOE	INTEGER	11	Expenditure limit at the resource level for LOE. These are expected to be applied at the WA/Task/Resource element/resource sub-element levels for direct labor and team sub-elements.
Resource Expenditure Limit	RES_EXLMDL	NUMERIC	12.2	Expenditure limit in dollars for a resource. Such limits are expected to be applied at the WA/Task/Resource Element levels, although limits at the sub-element level are likely for direct labor.

<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Element Type</i>	<i>Element Length</i>	<i>Description</i>
Resource Sub-Element	RESRCE_SUB	CHARACTER	20	Second-level resource identifier for contract resources. Used for P-levels under "Direct Labor", Subcontract number under "Subpool", and for Local Travel and Out of Town Travel under "Travel".
Resource Sub-Element Detail	RESRCE_SED	CHARACTER	20	Additional Subdivision under resource sub-element. Used for employee name for reporting Direct Labor.
Site Name	SITE_NAME	CHARACTER	55	Official Superfund site name for site related to the Work Assignment.
Site Spill ID	SS_ID	CHARACTER	2	Official Superfund site spill ID assigned to a site. For sites without assigned IDs, this will be "ZZ". For multi-site Work Assignments, this will be "00".
State Site	SITE_STATE	CHARACTER	2	Two character code for State in which a site is considered to be located.
Solicitation Number	SOL_NUMBER	CHARACTER	15	Solicitation umber under which the contract was bid.
SOW Work Area	SOW_WKAREA	CHARACTER	2	Code identifying SOW work area for which WA was issued. Values: "RI", "RD", "RA", "NS" (NTCR Supt.); "NA" (Remedial Action Oversight); "NG" (Nego. Supt.); "RO" (RD/RA Oversight); "VO" (Removal Oversight); "CR", "AN", "PI", "PT", "RK", "PA", "SI", "HR", "SS", "DA", "FR", "RM", "LS", "PS" (Other Technical Assistance).
Subpool Firm Business Status	SPC_BUS_ST	CHARACTER	4	Subpool subcontractor business status: "LB" (large business); "SBD" (small disadvantaged); "SB" (small business); "SBW" (small woman-owned); "SBDW" (small disadvantaged woman-owned).
Subpool Subcont Agreement Date	SPC_AG_DT	DATE	10	Date that the subpool contract was executed.
Subpool Subcont POP End Date	SPC_POP_ED	DATE	10	Subpool subcontract period of performance end date.
Subpool Subcont POP Start Date	SPC_POP_SD	DATE	10	Subpool subcontract period of performance end date.
Subpool Subcont Potential Value	SPC_VALUE	NUMERIC	12.2	Potential value of the subpool subcontract.
Subpool Subcontract SOW Desc	SPC_SOW_DE	CHARACTER	254	Description of the subcontract SOW.

<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Element Type</i>	<i>Element Length</i>	<i>Description</i>
Subpool Subcontract Term	SPC_TERMS	CHARACTER	10	Reimbursement terms for a subpool subcontract. Possible values are: "FFP" (firm fixed price); "CPFF" (cost plus fixed fee); "CPAF" (cost plus award fee).
Subpool Subcontractor Name	SPC_NAME	CHARACTER	20	Name of the subpool subcontracting firm.
Task Category Code	TASK_CAT	CHARACTER	2	Category of task. Codes are defined in the SOW. Examples: "PP" (project planning); "CR" (community relations); "FI" (field investigations); "SA" (sample analysis/data validation); "DE" (data evaluation); "RA" (risk assessment); "TP" (treatability study/pilot testing, etc.).
Task Description	TASK_DESC	CHARACTER	24	Brief title of task.
Task ID	TASK_ID	CHARACTER	5	Code identifying a task within a work assignment. Form is cc- <i>tt</i> , where "cc" is the two-letter code for the WA SOW work area and "tt" is the number of the task within the SOW definition of the work area.
Term or Completion Form or Completion form. Values are "TERM" or "COMP".	WA_FORM	CHARACTER	4	Code identifying whether WA is Term
Traveler Name	TRAV_NAME	CHARACTER	24	Name of traveler on out of town trip.
Trip Airfare Amount	AIR_AMT	NUMERIC	12.2	Amount of airfare for a traveler on an out of town trip.
Trip Auto Amount	AUTO_AMT	NUMERIC	12.2	Amount of automobile-related expenses for a traveler on an out of town trip.
Trip Destination City	TRIP_CITY	CHARACTER	15	Destination city farthest from point of departure.
Trip Destination State	DEST_STATE	CHARACTER	2	State of destination city farthest from departure point.
Trip End Date	TRIP_ENDDT	DATE	10	Date of return from out of town trip.
Trip Lodging Amount	LODGINGAMT	NUMERIC	12.2	Amount of lodging expenses for a traveler on an out of town trip.
Trip Other Expenses	OTH_EXP	NUMERIC	12.2	All expenses other than airfare, lodging, and automobile for a traveler on an out of town trip.
Trip Purpose	TRIP_PURP	CHARACTER	254	Description of trip purpose.
Trip Start Date	TRIP_ST_DT	DATE	10	Date of initial departure on an out of town trip.
WA Expenditure Limit	WA_DOL_EXL	NUMERIC	12.2	Current expenditure limit in dollars for a work assignment.

<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Element Type</i>	<i>Element Length</i>	<i>Description</i>
WA LOE Expenditure Limit a work	WA_LOE_EXL	INTEGER	11	Current expenditure limit for LOE for assignment.
Work Assignment Cum Amt Reimbrsd	WA_CAMTRE	NUMERIC	12.2	Cumulative amount reimbursed for billings on a particular work assignment. Appears on WA level invoice backup reports.
Work Assignment Description Assignment.	WA_DESC	CHARACTER	254	Description of SOW of Work
Work Assignment Number	WA_NUMBER contract, of sequential within a	CHARACTER	9	Work Assignment number unique to a the form nnnnn-rss, where nnnnn is a number uniquely identifying the WA starting at 1, "r" is the region code, and "ss" is the site specific ID applicable to the WA.
Work Assignment Title	WA_TITLE	CHARACTER	64	Brief title identifying the Work Assignment.

ROC Computer-Readable Reporting - File Definitions

File Name: Budget.DBF Budget and project estimates file

File Description: This file contains budget and project estimates at the appropriate levels.
All key fields not required to identify a data items should be left blank.

<i>Field Type</i>	<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Type</i>	<i>Length</i>	<i>Description</i>
Key	Reporting Period	REPORT_PER	DATE	10	Date of last day of the reporting period. Each period is a calendar month, so this will be the last day of the month.
Key	Contract Number hyphens.	CONTRACT	CHARACTER	10	EPA Contract Number; includes
Key	Work Assignment Number	WA_NUMBER	CHARACTER	9	Work Assignment number unique to a contract, of the form nnnnn-rss, where "nnnnn" is a sequential number uniquely identifying the WA within a starting at 1, "r" is the region code, and "ss" is the site specific ID applicable to the WA.
Key	Task ID	TASK_ID	CHARACTER	5	Code identifying a task within a work assignment. Form is cc-tt, where "cc" is the two-letter code for the WA SOW work area and "tt" is the number of the task within the SOW definition of the work area.
Key	Resource Element	RESRCE_EL	CHARACTER	20	High level resource identifier. Use for: Direct Labor; Overhead; ODCs; Travel; Equipment; Insurance; Team Subcontractor labor; Subpool; G&A; Base Fee; Award Fee, and Completion Form Labor.
Key	Resource Sub-Element	RESRCE_SUB	CHARACTER	20	Second-level resource identifier for contract resources. Used for P-levels under "Direct Labor", Subcontract number under "Subpool", and for Local Travel and Out of Town Travel under "Travel".
Non-Key	Approved Budget Dollars	APVDBUDDOL	NUMERIC	12.2	Dollar amount of current approved budget for a WA/Task/Resource.
Non-Key	Approved Budget LOE	APVDBUDLOE	INTEGER	11	Number of hours of LOE in the approved budget for a direct labor P-level in a Term form Work Assignment.
Non-Key	Est. Bal. to Complete -Dollars	BALCOMPDOL	INTEGER	11	Balance of dollars needed to complete a task.

<i>Field Type</i>	<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Type</i>	<i>Element Length</i>	<i>Description</i>
Non-Key	Est. Bal. to Complete -LOE	BALCOMPLOE	NUMERIC	12.2	Estimated balance of LOE needed to complete a task.
Non-Key	Incurred/Not Invoiced Est. Amt.	NOTINV_AMT	NUMERIC	12.2	Estimated amount of dollars which have been expended on a task but not yet invoiced. Examples would be travel expenses not yet processed and subcontract charges not yet paid.
Non-Key	Incurred/Not Invoiced Est. LOE	NOTINVLOE	INTEGER	11	Estimated number of hours of LOE used during the reporting period but not invoiced. This number should usually be zero.
Non-Key	Est. Incurred Cumulative Dollars	INCCUM_DOL	NUMERIC	12.2	Estimated cumulative charges including both invoiced through the current invoice and charges which have been incurred but not yet invoiced.
Non-Key	Est. Incurred Cumulative LOE	INCCUM_LOE	INTEGER	11	Estimated cumulative LOE including both invoiced charges and charges which have been incurred but not yet invoiced.

File Name: ConMods.DBF **Contract Modifications File**

File Description: This file provides information on contract modifications. It contains all modifications whose effective date falls within the reporting period. The sum of all previous and current increments should add up to the current funded and ceiling amounts.

<i>Field Type</i>	<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Type</i>	<i>Element Length</i>	<i>Description</i>
Key	Reporting Period	REPORT_PER	DATE	10	Date of last day of the reporting period. Each period is a calendar month, so this will be the last day of the month.
Key	Contract Number hyphens.	CONTRACT	CHARACTER	10	EPA Contract Number; includes
Key	Contract Mod. Number	CON_MODNUM	CHARACTER	4	Usually a sequential number uniquely identifying each contract modification.
Non-Key	Contract Modification Description	MOD_DESC	CHARACTER	254	Brief description of the contract modification.
Non-Key	Contract Modification Effective Date	CON_MODEDT	DATE	10	Effective date of a contract modification.
Non-Key	Contract Modification LOE	MOD_LOE	INTEGER	11	Total number of LOE funded hours changed by a contract modification.
Non-Key	Contract Modification Funded Amount	MODFUNDAMT	NUMERIC	10	Amount of dollar funding added to a contract's funded level by a contract modification.
Non-Key	Contract Subpool Ceiling Increment	MOD_SUBCIN	NUMERIC	12.2	Total dollar amount of net change to the contract subpool ceiling caused by a contract modification.
Non-Key	Contract Travel Ceiling Increment	MOD_TRVCIN	NUMERIC	12.2	Total dollar amount of net change to the contract travel ceiling caused by a contract modification.
Non-Key	Contract Completion Form Increment	MOD_CFINC	NUMERIC	12.2	Total dollar amount of net change to contract completion form ceiling caused by a contract modification.
Non-Key	Contract ODC Ceiling Increment	CONTRACT O	NUMERIC	12.2	Change in the contract ceiling amount for ODCs caused by a contract modification.
Non-Key	Contract LOE Ceiling Increment	MOD_LOECIN	INTEGER	11	Total amount of net change to LOE hours ceiling caused by a contract modification.
Non-Key	Contract Term Form Ceiling Increment	MOD_TFCIN	NUMERIC	12.2	Total dollar amount of net change to a contract ceiling for Term form Work Assignments caused by a contract modification.

File Name: **Contract.DBF** **Contract Data Record File**

File Description: This file contains information on current ceilings and funded amounts for a contract. Most of this data serves to check data in other files at more detaled levels.

<i>Field Type</i>	<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Type</i>	<i>Element Length</i>	<i>Element</i>	<i>Description</i>
Key	Contract Number hyphens.	CONTRACT	CHARACTER	10		EPA Contract Number; includes
Key	Reporting Period	REPORT_PER	DATE	10		Date of last day of the reporting period. Each period is a calendar month, so this will be the last day of the month.
Non-Key	Contract Award Date	CON_AWD_DT	DATE	10		Date of contract award.
Non-Key	Contractor Name contractor is	CON_NAME	CHARACTER	20		Name of Prime Contractor firm. A an entity in private industry which enters into contracts with the Government.
Non-Key	Contractor Street Address	CON_ADDR	CHARACTER	40		Prime contractor street address.
Non-Key	Contractor City	CON_CITY	CHARACTER	15		City of prime contractor's contractual address.
Non-Key	Contractor State	CON_STATE	CHARACTER	2		Two-character state code of the prime contractor's contractual address.
Non-Key	Contractor Zip Code	CON_ZIP	CHARACTER	9		Zip code of the prime contractor's contractual address.
Non-Key	Contract Period Start Date	CON_PERSDT	DATE	10		Start date of current contract period.
Non-Key	Contract Period End Date	CON_PEREDT	DATE	10		End date of current contract period.
Non-Key	Solicitation Number	SOL_NUMBER	CHARACTER	15		Solicitation umber under which the contract was bid.
Non-Key	Contract LOE Ceiling	CON_LOECLG	INTEGER	11		Current contract LOE ceiling.
Non-Key	Contract Completion Form Ceiling	CON_CFCLG	NUMERIC	12.2		Current contract ceiling for completion form dollars.
Non-Key	Contract Term Form Dollar Ceiling	CON_TRMCLG	NUMERIC	12.2		Dollar amount of current contract ceiling for Term form Work Assignments.
Non-Key	Contract Travel Ceiling	CON_TRVCLG	NUMERIC	12.2		Current contract ceiling for travel dollars.

<i>Field Type</i>	<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Type</i>	<i>Element Length</i>	<i>Element</i>	<i>Description</i>
Non-Key	Contract Current Expenditure Limit	CON_EXPLMT	NUMERIC	12.2		Dollar amount of current contract expenditure limit.
Non-Key	Contract Current Expenditure Limit-LOE	CON_EXLOE	INTEGER	11		Current expenditure limit for the contract in terms of level of effort hours.
Non-Key	Contract Base or Option Period	CON_PERIOD	CHARACTER	10		Current contract period. Values are: "Base"; "Option 1"; "Option 2"; etc.
Non-Key	Contract Base Fee	CON_BASFEE	NUMERIC	12.2		Contract base fee amount.
Non-Key	Contract Award Fee	CON_AWDFEE	NUMERIC	12.2		Award fee potential or pool for the contract.
Non-Key	Contract Funded Award Fee	CON_FUNAWD	NUMERIC	12.2		Amount of contract award fee currently funded.
Non-Key	Contract Funded Base Fee	CON_FUNBAS	NUMERIC	12.2		Amount of base fee currently funded.
Non-Key	Contract Cumulative Amount Reimbursed	CONTRACT_C	NUMERIC	12.2		Cumulative amount reimbursed for billings on a contract. Equal to sum of cumulative amounts reimbursed on work assignments. Appears on contract level invoice backup reports.
Non-Key	Contract Average Labor Rate	CON_AVLBRT	NUMERIC	6.2		Average overall labor rate based on rates agreed to in the contract.

File Name: **FundTran.DBF** **Funding Transactions File**

File Description: This file contains detailed information on each funding action. More than one action can be associated with a contract modification. The Program Area field is used to help construct the Account to be charged in the site-specific allocation.

<i>Field Type</i>	<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Type</i>	<i>Element Length</i>	<i>Description</i>
Key	Reporting Period	REPORT_PER	DATE	10	Date of last day of the reporting period. Each period is a calendar month, so this will be the last day of the month.
Key	Obligated Account Number	OBLIG_ACN	CHARACTER	10	EPA account number to which funds are initially obligated to a contract.
Key	DCN	DCN	CHARACTER	6	EPA Document control number.
Key	Contract Number hyphens.	CONTRACT	CHARACTER	10	EPA Contract Number; includes
Key	Contract Modification Number	CON_MODNUM	CHARACTER	4	Usually a sequential number uniquely identifying each contract modification.
Non-Key	Obligated Amount	OBLIG_AMT	NUMERIC	12.2	Amount obligated by a funding transaction.
Non-Key	Program Area	PROG_AREA	CHARACTER	5	Program area code from obligated account number. Used to construct account to be charged.

File Name: Invoice.DBF **Invoice General Information File**

File Description: This file contains basic information about an invoice. The invoice amount serves to check the accuracy of the data in other files at more detailed levels.

<i>Field Type</i>	<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Type</i>	<i>Element Length</i>	<i>Description</i>
Key	Contract Number hyphens.	CONTRACT	CHARACTER	10	EPA Contract Number; includes
Key	Invoice Number	INVOICE_NO	INTEGER	4	Sequential number starting with "1" which uniquely identifies every invoice submitted under a contract.
Non-Key	Reporting Period	REPORT_PER	DATE	10	Date of last day of the reporting period. Each period is a calendar month, so this will be the last day of the month.
Non-Key	Invoice Date	INV_DATE	DATE	10	Date invoice prepared and/or submitted.
Non-Key	Invoice Service Delivery Date	INV_DEL_DT	CHARACTER	21	Time period delivery of services covered by the invoice.
Non-Key	Invoice Amount	INVOICEAMT	NUMERIC	12.2	Total amount billed or credited on an invoice. Used to verify correct totals when summing detailed task-level records.

File Name: SS_Costs.DBF **Site-specific Allocation File**

File Description: This file contains the site-specific cost allocation provided by the contractor to assist in assigning costs to sites.

<i>Field Type</i>	<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Type</i>	<i>Element Length</i>	<i>Description</i>
Key	Contract Number hyphens.	CONTRACT	CHARACTER	10	EPA Contract Number; includes
Key	Invoice Number	INVOICE_NO	INTEGER	4	Sequential number starting with "1" which uniquely identifies every invoice submitted under a contract.
Key	Reporting Period	REPORT_PER	DATE	10	Date of last day of the reporting period. Each period is a calendar month, so this will be the last day of the month.
Key	DCN	DCN	CHARACTER	6	EPA Document control number.
Key	Account to be Charged	ACCT_CHRGD	CHARACTER	10	Site specific and activity specific account to which expenses are to be charged.
Non-Key	Obligated Account Number	OBLIG_ACN	CHARACTER	10	EPA account number to which funds are initially obligated to a contract.
Non-Key	Amount to be Charged charged for invoice.	AMT_CHRGD	NUMERIC	12.2	Amount charged to an account to be a particular DCN on the current
Non-Key	Cumulative Amt Charged	CUMULATIVE	NUMERIC	12.2	Total amount charged to an account on a particular DCN through the current reporting period.
Non-Key	Region	REGION	CHARACTER	1	EPA Region identifier. Numeric digit used, with "O" designating EPA Region 10.
Non-Key	Site Spill ID	SS_ID	CHARACTER	2	Official Superfund site spill ID assigned to a site. For sites without assigned IDs, this will be "ZZ". For multi-site Work Assignments, this will be "00".
Non-Key	Site Name	SITE_NAME	CHARACTER	55	Official Superfund site name for site related to the Work Assignment.
Non-Key	State Site	SITE_STATE	CHARACTER	2	Two character code for State in which a site is considered to be located.
Non-Key	Object Class	OBJECT_CLS	CHARACTER	4	Four digit EPA object class.

File Name: **Subpool.DBF** **Subpool Subcontract Information File**

File Description: This file contains descriptive data about subpool subcontracts. It contains data about all subcontracts which are active at any time during the reporting period. Cost information appears only in the TaskUse file. Resource Element is always "SUBPOOL".

<i>Field Type</i>	<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Type</i>	<i>Element Length</i>	<i>Description</i>
Key	Reporting Period	REPORT_PER	DATE	10	Date of last day of the reporting period. Each period is a calendar month, so this will be the last day of the month.
Key	Contract Number hyphens.	CONTRACT	CHARACTER	10	EPA Contract Number; includes
Key	Work Assignment Number	WA_NUMBER	CHARACTER	9	Work Assignment number unique to a contract, of the form nnnnn-rss, where "nnnnn" is a sequential number uniquely identifying the WA within a starting at 1, "r" is the region code, and "ss" is the site specific ID applicable to the WA.
Key	Task ID	TASK_ID	CHARACTER	5	Code identifying a task within a work assignment. Form is cc-tt, where "cc" is the two-letter code for the WA SOW work area and "tt" is the number of the task within the SOW definition of the work area.
Key	Resource Element	RESRCE_EL	CHARACTER	20	High level resource identifier. Use for: Direct Labor; Overhead; ODCs; Travel; Equipment; Insurance; Team Subcontractor labor; Subpool; G&A; Base Fee; Award Fee, and Completion Form Labor.
Key	Resource Sub-Element	RESRCE_SUB	CHARACTER	20	Second-level resource identifier for contract resources. Used for P-levels under "Direct Labor", Subcontract number under "Subpool", and for Local Travel and Out of Town Travel under "Travel".
Non-Key	Invoice Number	INVOICE_NO	INTEGER	4	Sequential number starting with "1" which uniquely identifies every invoice submitted under a contract.
Non-Key	Subpool Subcontractor Name	SPC_NAME	CHARACTER	20	Name of the subpool subcontracting firm.
Non-Key	Subpool Firm Business Status	SPC_BUS_ST	CHARACTER	4	Subpool subcontractor business status: "LB" (large business); "SBD" (small disadvantaged); "SB" (small business); "SBW" (small woman-owned); "SBDW" (small disadvantaged woman-owned).

<i>Field Type</i>	<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Type</i>	<i>Element Length</i>	<i>Element</i>	<i>Description</i>
Non-Key	Subpool Subcontract SOW Desc	SPC_SOW_DE	CHARACTER	254		Description of the subcontract SOW.
Non-Key	Subpool Subcont Agreemt Date	SPC_AG_DT	DATE	10		Date that the subpool contract was executed.
Non-Key	Subpool Subcont POP End Date	SPC_POP_ED	DATE	10		Subpool subcontract period of performance end date.
Non-Key	Subpool Subcont POP Start Date	SPC_POP_SD	DATE	10		Subpool subcontract period of performance end date.
Non-Key	Subpool Subcont Potential Value	SPC_VALUE	NUMERIC	12.2		Potential value of the subpool subcontract.

File Name: **Tasks.DBF** **Task Description File**

File Description: This file contains general descriptive data about each task. It contains site identification fields for those cases where it is necessary to track site data at the task level.

<i>Field Type</i>	<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Type</i>	<i>Element Length</i>	<i>Element</i>	<i>Description</i>
Key	Contract Number hyphens.	CONTRACT	CHARACTER	10		EPA Contract Number; includes
Key	Work Assignment Number	WA_NUMBER	CHARACTER	9		Work Assignment number unique to a contract, of the form nnnn-rss, where "nnnn" is a sequential number uniquely identifying the WA within a starting at 1, "r" is the region code, and "ss" is the site specific ID applicable to the WA.
Key	Task ID	TASK_ID	CHARACTER	5		Code identifying a task within a work assignment. Form is cc-tt, where "cc" is the two-letter code for the WA SOW work area and "tt" is the number of the task within the SOW definition of the work area.
Key	Reporting Period	REPORT_PER	DATE	10		Date of last day of the reporting period. Each period is a calendar month, so this will be the last day of the month.
Non-Key	Task Description	TASK_DESC	CHARACTER	24		Brief title of task.
Non-Key	Task Category Code	TASK_CAT	CHARACTER	2		Category of task. Codes are defined in the SOW. Examples: "PP" (project planning); "CR" (community relations); "FI" (field investigations); "SA" (sample analysis/data validation); "DE" (data evaluation); "RA" (risk assessment); "TP" (treatability study/pilot testing, etc.).
Non-Key	Region	REGION	CHARACTER	1		EPA Region identifier. Numeric digit used, with "O" designating EPA Region 10.
Non-Key	Site Spill ID	SS_ID	CHARACTER	2		Official Superfund site spill ID assigned to a site. For sites without assigned IDs, this will be "ZZ". For multi-site Work Assignments, this will be "00".

File Name: TaskUse.DBF Task Resource Use and Costs File

File Description: This file contains resource use data for a reporting period at the task level. Most of the cost data elements are related to the current invoice , and the values must add up to match the invoice. Cost for travel and subpool are contained in this file.

<i>Field Type</i>	<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Type</i>	<i>Element Length</i>	<i>Description</i>
Key	Reporting Period	REPORT_PER	DATE	10	Date of last day of the reporting period. Each period is a calendar month, so this will be the last day of the month.
Key	Contract Number hyphens.	CONTRACT	CHARACTER	10	EPA Contract Number; includes
Key	Work Assignment Number	WA_NUMBER	CHARACTER	9	Work Assignment number unique to a contract, of the form nnnnn-rss, where "nnnnn" is a sequential number uniquely identifying the WA within a starting at 1, "r" is the region code, and "ss" is the site specific ID applicable to the WA.
Key	Task ID	TASK_ID	CHARACTER	5	Code identifying a task within a work assignment. Form is cc-tt, where "cc" is the two-letter code for the WA SOW work area and "tt" is the number of the task within the SOW definition of the work area.
Key	Firm Name	FIRM_NAME	CHARACTER	20	Name of firm that incurred charges. This will be either the name of the prime contractor or a team subcontractor. Does not apply to subpool subcontractors.
Key	Resource Element	RESRCE_EL	CHARACTER	20	High level resource identifier. Use for: Direct Labor; Overhead; ODCs; Travel; Equipment; Insurance; Team Subcontractor labor; Subpool; G&A; Base Fee; Award Fee, and Completion Form Labor.
Key	Resource Sub-Element	RESRCE_SUB	CHARACTER	20	Second-level resource identifier for contract resources. Used for P-levels under "Direct Labor", Subcontract number under "Subpool", and for Local Travel and Out of Town Travel under "Travel".
Key	Resource Sub-Element Detail	RESRCE_SED	CHARACTER	20	Additional Subdivision under resource sub-element. Used for employee name for reporting Direct Labor.
Non-Key	Invoice Number	INVOICE_NO	INTEGER	4	Sequential number starting with "1" which uniquely identifies every invoice submitted under a contract.

<i>Field Type</i>	<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Type</i>	<i>Element Length</i>	<i>Description</i>
Non-Key	Beginning Cumulative Total Dollars	IN_BGCUDOL	NUMERIC	12.2	Cumulative dollar totals prior to invoice. Should equal the ending cumulative totals on the invoice.
Non-Key	Beginning Cumulative LOE	IN_BGCULOE	INTEGER	11	Beginning cumulative LOE balance. Should equal ending cumulative balance on previous invoice.
Non-Key	Current Dollars	IN_CUR_DOL	NUMERIC	12.2	Dollar amount invoiced during the current period. Does not include adjustments to prior periods.
Non-Key	Current LOE	IN_CUR_LOE	INTEGER	11	Number of hours of LOE invoiced for on the current invoice. Does not include hours which are adjustments to previous periods (i.e., which would result in different ending cumulative totals on the previous invoice and beginning cumulative totals on the current invoice).
Non-Key	Invoice Dollars Prior Per Adj.	IN_ADJ_DOL	NUMERIC	12.2	Dollar amount on current invoice which reflects adjustments to prior periods. These amounts allow correction of any difference between ending cumulative totals on previous invoice and beginning cumulative totals on the current invoice.
Non-Key	Invoice LOE Prior Per Adj.	IN_ADJ_LOE	INTEGER	11	Number of LOE hours on current invoice which are adjustments to prior periods. These values will correct ending cumulative totals on the previous invoice to equal beginning cumulative totals on the current invoice.
Non-Key	Ending Cumulative Dollars	IN_ENCUMDL	NUMERIC	12.2	Total cumulative dollars after application of all charges on the invoice. Includes current charges and adjustments to previous periods.
Non-Key	Ending Cumulative LOE	IN_ENCULOE	INTEGER	11	Ending cumulative LOE balance for LOE resources after applying all charges on the invoice. Includes current charges and adjustments to previous periods.

File Name: **Trips.DBF Reporting File for Out of Town Trips**

File Description: This file contains data for each traveller's expenses on each out of town trips charged to the contract. Resource element is always "TRAVEL".

<i>Field Type</i>	<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Type</i>	<i>Element Length</i>	<i>Element Description</i>
Key	Contract Number hyphens.	CONTRACT	CHARACTER	10	EPA Contract Number; includes
Key	Work Assignment Number	WA_NUMBER	CHARACTER	9	Work Assignment number unique to a contract, of the form nnnnn-rss, where "nnnnn" is a sequential number uniquely identifying the WA within a starting at 1, "r" is the region code, and "ss" is the site specific ID applicable to the WA.
Key	Task ID	TASK_ID	CHARACTER	5	Code identifying a task within a work assignment. Form is cc-itt, where "cc" is the two-letter code for the WA SOW work area and "itt" is the number of the task within the SOW definition of the work area.
Key	Resource Element	RESRCE_EL	CHARACTER	20	High level resource identifier. Use for: Direct Labor; Overhead; ODCs; Travel; Equipment; Insurance; Team Subcontractor labor; Subpool; G&A; Base Fee; Award Fee, and Completion Form Labor.
Key	Resource Sub-Element	RESRCE_SUB	CHARACTER	20	Second-level resource identifier for contract resources. Used for P-levels under "Direct Labor", Subcontract number under "Subpool", and for Local Travel and Out of Town Travel under "Travel".
Key	Trip Destination City	TRIP_CITY	CHARACTER	15	Destination city farthest from point of departure.
Key	Trip Start Date	TRIP_ST_DT	DATE	10	Date of initial departure on an out of town trip.
Key	Trip End Date	TRIP_ENDDT	DATE	10	Date of return from out of town trip.
Key	Traveler Name	TRAV_NAME	CHARACTER	24	Name of traveler on out of town trip.
Non-Key	Reporting Period	REPORT_PER	DATE	10	Date of last day of the reporting period. Each period is a calendar month, so this will be the last day of the month.
Non-Key	Trip Destination State	DEST_STATE	CHARACTER	2	State of destination city farthest from departure point.
Non-Key	Trip Purpose	TRIP_PURP	CHARACTER	254	Description of trip purpose.
Non-Key	Trip Airfare Amount	AIR_AMT	NUMERIC	12.2	Amount of airfare for a traveler on an out of town trip.

<i>Field Type</i>	<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Type</i>	<i>Element Length</i>	<i>Description</i>
Non-Key	Trip Auto Amount	AUTO_AMT	NUMERIC	12.2	Amount of automobile-related expenses for a traveler on an out of town trip.
Non-Key	Trip Lodging Amount	LODGINGAMT	NUMERIC	12.2	Amount of lodging expenses for a traveler on an out of town trip.
Non-Key	Trip Other Expenses	OTH_EXP	NUMERIC	12.2	All expenses other than airfare, lodging, and automobile for a traveler on an out of town trip.

File Name: WkAssign.DBF **Work Assignment Data File**

File Description: This file contains general information about each work assignment. Certain expenditure limits and other amounts are included to serve as checks against more detailed data in other files.

<i>Field Type</i>	<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Type</i>	<i>Element Length</i>	<i>Description</i>
Key	Contract Number hyphens.	CONTRACT	CHARACTER	10	EPA Contract Number; includes
Key	Work Assignment Number	WA_NUMBER	CHARACTER	9	Work Assignment number unique to a contract, of the form nnnnn-rss, where "nnnnn" is a sequential number uniquely identifying the WA within a starting at 1, "r" is the region code, and "ss" is the site specific ID applicable to the WA.
Non-Key	Work Assignment Title	WA_TITLE	CHARACTER	64	Brief title identifying the Work Assignment.
Non-Key	Work Assignment Description	WA_DESC	CHARACTER	254	Description of SOW of Work Assignment.
Non-Key	SOW Work Area	SOW_WKAREA	CHARACTER	2	Code identifying SOW work area for which WA was issued. Values: "RI", "RD", "RA", "NS" (NTCR Supt.); "NA" (Remedial Action Oversight); "NG" (Nego. Supt.); "RO" (RD/RA Oversight); "VO" (Removal Oversight); "CR", "AN", "PI", "PT", "RK", "PA", "SI", "HR", "SS", "DA", "FR", "RM", "LS", "PS" (Other Technical Assistance).
Non-Key	Program Area	PROG_AREA	CHARACTER	5	Program area code from obligated account number. Used to construct account to be charged.
Non-Key	Activity Code	ACTIV_CODE	CHARACTER	1	EPA account system activity code associated with the SOW work area of the WA. This code is used to build the "Account to Be Charged" when producing the site-specific allocation.
Non-Key	Site Spill ID	SS_ID	CHARACTER	2	Official Superfund site spill ID assigned to a site. For sites without assigned IDs, this will be "ZZ". For multi-site Work Assignments, this will be "00".
Non-Key	Site Name	SITE_NAME	CHARACTER	55	Official Superfund site name for site related to the Work Assignment.
Non-Key	State Site	SITE_STATE	CHARACTER	2	Two character code for State in which a site is considered to be located.
Non-Key	Multi-site Indicator	MULTI-SITE	CHARACTER	1	Flag indicating whether a Work Assignment is a multi-site WA. Values are "M" if it is a multi-site; "S" for a single site.

<i>Field Type</i>	<i>Data Element Name</i>	<i>Database Element Name</i>	<i>Type</i>	<i>Element Length</i>	<i>Description</i>
Non-Key	Period of Performance Start	POP_START	DATE	10	Work Assignment period of performance start date.
Non-Key	Period of Performance End	POP_END	DATE	10	Work Assignment period of performance end date.
Non-Key	WA Expenditure Limit	WA_DOL_EXL	NUMERIC	12.2	Current expenditure limit in dollars for a work assignment.
Non-Key	WA LOE Expenditure Limit	WA_LOE_EXL	INTEGER	11	Current expenditure limit for LOE for a work assignment.
Non-Key	Budget Approval Status	BUD_APV_ST	CHARACTER	12	Status of WA budget/project plan. Values are: "Under Prep"; "EPA Review"; "Approved"; Revision 1"; "Revision 2", etc.
Non-Key	Budget Approval Date	BUD_AP_DT	DATE	10	Date budget approved by EPA.
Non-Key	Term or Completion Form	WA_FORM	CHARACTER	4	Code identifying whether WA is Term or Completion form. Values are "TERM" or "COMP".
Non-Key	Work Assignment Cum Amt Reimbrsd	WA_CAMTRE	NUMERIC	12.2	Cumulative amount reimbursed for billings on a particular work assignment. Appears on WA level invoice backup reports.

3.0 National Reports

The Contractor shall provide a set of National Reports to the recipients specified in the Table I on a quarterly basis, within 20 days of the end of the calendar quarter. These reports include contract summary information on Program Support (PS) costs, usage of term form versus completion form, and average work area cost information. Detailed information on each report is found below.

ROC Contract National Program Support Summary (Report NAT-1)

This report shows absolute and relative costs of Program Support (PS) costs, by Work Assignment and in total. It enables the Government to compare PS costs to non-PS (i.e., remedial) costs because it captures current and cumulative costs of PS Work Assignments and ratios of PS costs to other contract costs.

ROC Contract National Work Area Costs Report (Report NAT-2)

This report identifies Work Assignments initiated by work area type and computes the average cost for each type over the current period, Fiscal Year, and life of the contract. It provides EPA with figures for the average cost per Work Assignment for each work area type, as well as percentage breakouts of costs for labor, ODCs, subpool. etc.

ROC Contract National Capacity Report (Report NAT-3)

This report analyzes the status of an individual contract's invoiced amounts against ceilings (where applicable), approved budget and expenditure limit. It analyzes both dollars and LOE.

THE FOLLOWING TABLES (SENT VIA LOTUS FILES) SHOULD BE INCLUDED HERE:

NAT-1

NAT-2

NAT-3

4.0 Work Plans

Work Plans shall be submitted in response to all Work Assignments issued under the contract as specified in the contract clause titled, "Work Assignments (EPAAR 1552.212-71)(APR 1984)." The work plan shall include a technical proposal of how the assigned work will be accomplished and shall be accompanied by a detailed cost proposal which will specify costs to complete the Work Assignment. The cost estimate shall include all major cost elements and any additional cost elements required by the specific activity. Costs shall be estimated at the Work Assignment Task level or Subtask level, as specified in the Work Assignment, and summarized for the Work Assignment.

Contractor work plans shall address the following:

Background - The Contractor shall provide a brief background summary to demonstrate understanding of the project. In cases where EPA has provided extensive background information on a site, the Contractor shall not repeat this information in the work plan but shall reference the information in the Work Assignments.

Purpose and Scope - The Contractor shall provide a concise summary of the scope and objective of the proposed activity, including the end result/product(s), and the proposed activity's relationship to other activities.

Technical Approach - The technical approach shall describe how the Contractor will accomplish project tasks, including methods to be used and assumptions used in structuring the technical approach. The Work Assignment and Tasks shall be identified in accordance with the work breakdown structure given in the Statement of Work.

Safety and Contingency Measures - The Contractor shall specify safety and contingency procedures and equipment to be employed in the Work Assignment performance. The Contractor shall reference its Health and Safety Plan as appropriate.

Quality Control Measures - The Contractor shall specify the QC procedures to be employed in performing the Work Assignment, referencing the contract QA Program Plan as appropriate.

Schedule - The Contractor shall incorporate the Government-prepared Work Assignment activity schedule in the work plan, including critical path and key milestones.

Deliverables - As noted in the Work Assignment Statement of Work, the Contractor shall identify in the work plan all deliverables to be produced under the Work Assignment, including draft and final versions. Delivery dates, numbers of copies to be provided and recipients for individual deliverables should also be specified.

Cost Estimate - The cost estimate shall include staffing for the Work Assignment, specifying names, Professional/Technical levels, and proposed hours. LOE estimates and estimates for other contract cost elements such as travel and ODCs shall be provided down to the Task level, at a minimum, and may be required at the Subtask level.

Subcontracting Plan (if work involves subcontracting).

5.0 PROJECT REPORTS

The Contractor shall prepare and submit reports for Work Assignment Tasks as specified in individual Work Assignments. The purpose of these reports is to: document the conduct of the work; present findings, conclusions, and recommendations; and account for the funds expended. Specific requirements for these reports and the schedule for submitting draft and final project

reports will be identified in the Work Assignment.

Reports concerning remedy selection, e.g., Risk Assessments and Records of Decision, will become part of EPA's Administrative Record for each site. Reports will be subject to public review. Additional, less formal, deliverables may be required at interim stages of an activity. These may be in the form of concise technical memoranda, briefings, or meetings that enable the transfer of information and facilitate decisions necessary to progress to the next stage of work. They are not intended to be formally reviewed nor delay site progress.

6.0 - Cost Recovery Documentation

The Contractor shall be required to maintain cost documentation in sufficient detail to enable identification of costs incurred on a site specific basis for purposes of cost recovery litigation. Particular attention shall be focused on cost documentation when subcontracting is involved. Documentation methods should be specified in the subcontracting plan. Documentation shall consist of the site specific job cost ledgers and construction logs necessary for this purpose.

Documentation and costs for projects shall be coordinated with the WAM in accordance with the NCP. Specific requirements for cost recovery documentation of each activity shall be identified in the Work Assignment. Cost recovery documentation shall be submitted as requested by the Government.

7.0 - Non-Contract Lab Program Analytical Services

The Contractor shall be required to complete and submit a Non-CLP Superfund Analytical Services Tracking Form for any analytical work that is performed by the Contractor or subcontracted to another laboratory. This includes field screening, in-house laboratory, and subcontracted laboratory analyses.

As directed by the EPA Project Officer, the Contractor shall submit forms in hardcopy and/or electronic versions. The Government will provide the electronic format to the Contractor if electronic delivery is required. Completed forms shall be submitted monthly to the recipient(s) indicated in Table I in accordance with the schedule specified by the Project Officer.

The Non-CLP Superfund Analytical Services Tracking Form and instructions for its completion are included in this section. A separate form must be completed for each group analyzed using a non-CLP analytical service. A "sample group" is defined as a group of samples that are associated with a unique site, field team, sampling period, and laboratory.